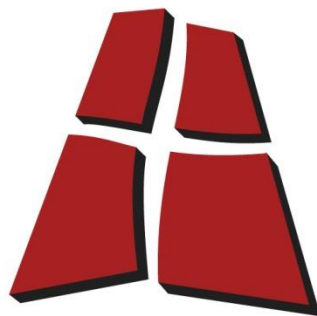


2015

FES

Faculty Evaluation System



AZUSA PACIFIC
UNIVERSITY

Activity Insight Basic User Manual

Provided by the Center for Teaching, Learning, and Assessment

v0806-2015

Contents

Your Activity Insight - Login.....	3
Login Instructions	3
Navigational Menu	3
Summary Pages	4
Saving Your Data	5
Expanding Text Boxes	5
The PasteBoard	6
Steps to Use PasteBoard.....	6
Run Custom Reports	7
Date Ranges for the Faculty Evaluation System Reports.....	7
Using Activity Insight to Manage the Faculty Evaluation System (FES)	9
Biographical Information	9
APU Information.....	9
Identify Extended Contract and Rank Promotion Goals	10
Recording Extended Contract Goals	10
Recording Rank Promotion Goals	11
Set Annual Performance Goals and Expectations.....	13
Recording Goals and Expectations in Activity Insight	14
Adding a New Goal or Expectation	15
Generate and Upload a Goals and Expectations Report	16
Uploading Goals and Expectations Report	17
Record Activities from the Academic Year	18
Recording Educator-Mentor Activities	18
Recording Scholar-Practitioner Activities	19
Recording Servant-Leader Activities	19
Recording Faith Integration Activities	20
Recording Professional Development Activities	20
Upload and Review Advancement Data	21
Reports and Faculty Reflection on Performance	22
View Annual Servant Leader Scores	22
View Individual Library Classroom Evaluation Score	22
View Individual Class IDEA Scores	23
IDEA Score Removal.....	23
Generate and Upload Annual Activity and IDEA Reports and Reflect on Performance	24

Running an Activity Report	24
Running a FES 3: IDEA Scores Report.....	25
Running Library Classroom Evaluation Report (Library Faculty only).....	25
Upload Reports and Enter Faculty Reflection.....	26
Steps for Uploading Activity and Teaching Scores Report and Entering Reflections.....	26
Review Annual Supervisor Feedback and Evaluation of Faculty.....	28
Annual Dean Feedback and Evaluation of Faculty.....	29
View FES 4: Scoring Summary Report	30
Running a FES 4: Scoring Summary Report.....	30
Running FES 5: Annual Supervisor Feedback and Evaluation of Faculty Report.....	31
View FES 6: Faith Integration Scores.....	32
Running a Faith Integration Scores Report	32
A Summary of Faculty Evaluation System (FES) Reports in Activity Insight (AI).....	33
Need Assistance?	35

Welcome to Activity Insight

Activity Insight is a fully customizable online information management system designed to organize and report on your teaching, research, and service activities. APU has adopted Activity Insight for a variety of functions, including the collection of evaluation data for full-time faculty who are seeking extended contracts and rank promotions in the Faculty Evaluation System. The following pages will assist faculty so that they can manage the pages associated with the FES process.

Understanding the Features of Activity Insight

Your Activity Insight - Login

Login Instructions

Go to - home.apu.edu > Faculty Tab > Activity Insight link

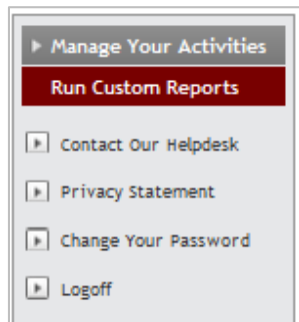


Activity Insight runs best on Internet Explorer or Firefox Web Browsers.



Navigational Menu

The left-hand menu in Activity Insight displays at least two main utilities, **Manage Your Activities** and **Run Custom Reports**. You may have other tabs if your Activity Insight Administrator has given you security access to them. This area is the only navigational menu in Activity Insight; the goal is to give the ability to move simply throughout the management system.



Manage Your Activities:

Add or update information about the activities you accomplish.

Run Custom Reports:

Run reports that have been custom-built for your campus.

Contact Our Helpdesk:

Submit questions about use of the system.

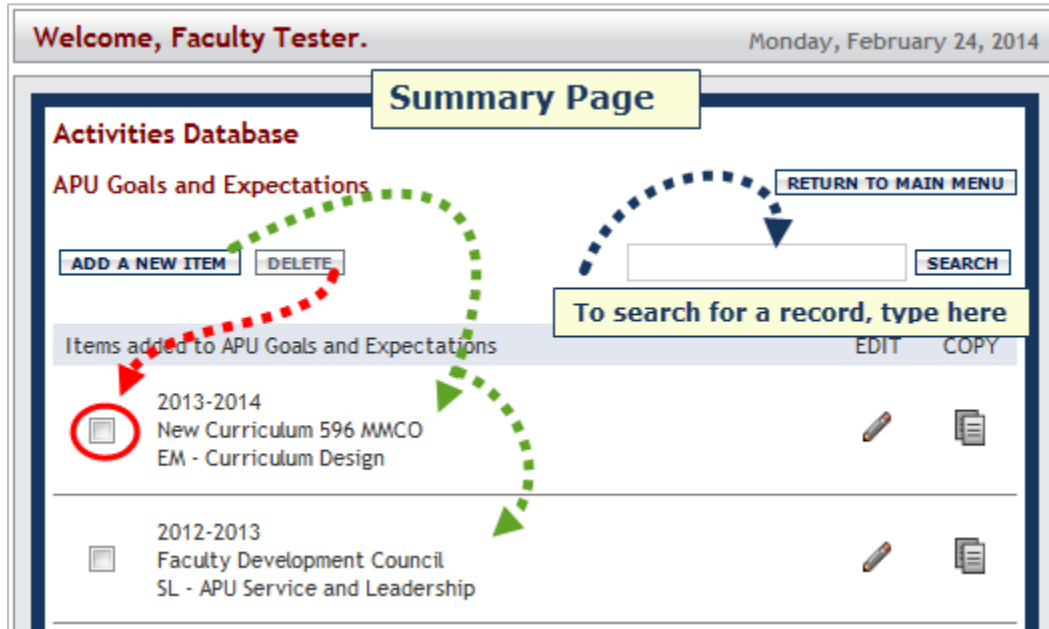
Summary Pages

Most links in Activity Insight will have a Summary Page that summarizes the content contained therein.* To access the summary page, click on the link name from the Home Page (**Activities Database - University Main Menu**).

Goals and Expectations

- ▶ [Extended Contract Goals](#)
- ▶ [Rank Promotion Goals](#)
- ▶ [APU Goals and Expectations](#)
- ▶ [Annual Supervisor Approval Goals and Expectations](#)

The resulting screen is called the “**Summary Page**” and displays records that are stored for that area. The functions of **ADD**, **DELETE**, **EDIT**, **VIEW**, and **COPY** are on this screen. The **SEARCH** function allows a user to quickly find a record.



Summary Page

Welcome, Faculty Tester. Monday, February 24, 2014

Activities Database

APU Goals and Expectations

ADD A NEW ITEM DELETE

RETURN TO MAIN MENU









To search for a record, type here SEARCH


Items added to APU Goals and Expectations


		EDIT	COPY
<input checked="" type="checkbox"/>	2013-2014 New Curriculum 596 MMCO EM - Curriculum Design		
<input type="checkbox"/>	2012-2013 Faculty Development Council SL - APU Service and Leadership		

***Note:** The “Contact Information” and the “History of Academic Advancement” pages do not have summary pages. The data stored on these pages are considered static and will only need to be updated when it changes.

There are six possible actions you can take from the Summary Page, although not all of these actions will always be available.

Add a New Item	To Edit a Record 	To Delete a Record 	To View a Record	To Copy a Record 
				

To search for a specific record, type the search word(s) in search field 

An additional action appears on the Published Works screen for data import.  This feature enables you to upload that BibTeX file so that you do not need to rekey those citations.

If your publication citations are already stored in another software system such as a reference manager or database — for example, EndNote, Google Scholar, Mendeley, RefWorks, Scopus, Web of Science or Zotero, those software systems enable you to pick records and then export them into a BibTeX file.

Note: Records that you can view but not edit or delete have been set by your Activity Insight Administrator as *read-only*. If read-only records need revision, contact your Administrator using the Submit Your Feedback link.

Saving Your Data

When working in the system, if you make changes and want to preserve them, you need to click one of the **SAVE** buttons at the top or bottom of the screen prior to leaving it.



SAVE AND RETURN - When you click this button you will save the current record you are working on and return to the summary page.

SAVE AND ADD ANOTHER - When you click this button you will save the current record you are working on. When the page refreshes you will be given a blank screen to add an additional record.

RETURN (CANCEL) - Click this button when you want to cancel your action and not save anything on the page.

Expanding Text Boxes

In Activity Insight you will be asked to make comments, add descriptive information, or write a brief explanation. In most cases you will enter this data into a text box. Just like all the open fields in Activity Insight, you can paste into these areas. Another key feature is that the text boxes in Activity Insight are **Expanding Text Boxes** that have the ability to grow and shrink without the loss of data.



If you are using **Internet Explorer (IE)** or **Firefox** web browser you may see a blue arrow next to or under text boxes. Clicking this blue arrow makes the text box next to it grow vertically to give you more space. Once expanded, it can be minimized by clicking the arrow again.



In **Firefox** web browser you can grab the corner of the text box and drag it to the right; this will cause the box to grow horizontally and vertically but unlike the “blue arrow,” you will need to drag it back to shrink it. Keep in mind that your data will always be saved (if you click the save button) regardless of the size of the textbox.



The PasteBoard

You will find the **PasteBoard** to be a time-saving feature. The PasteBoard allows you to copy text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag the text into a field in the system to have it pasted into the field. To access the PasteBoard, click the PasteBoard button in the bottom right-hand side of the screen.

Steps to Use PasteBoard

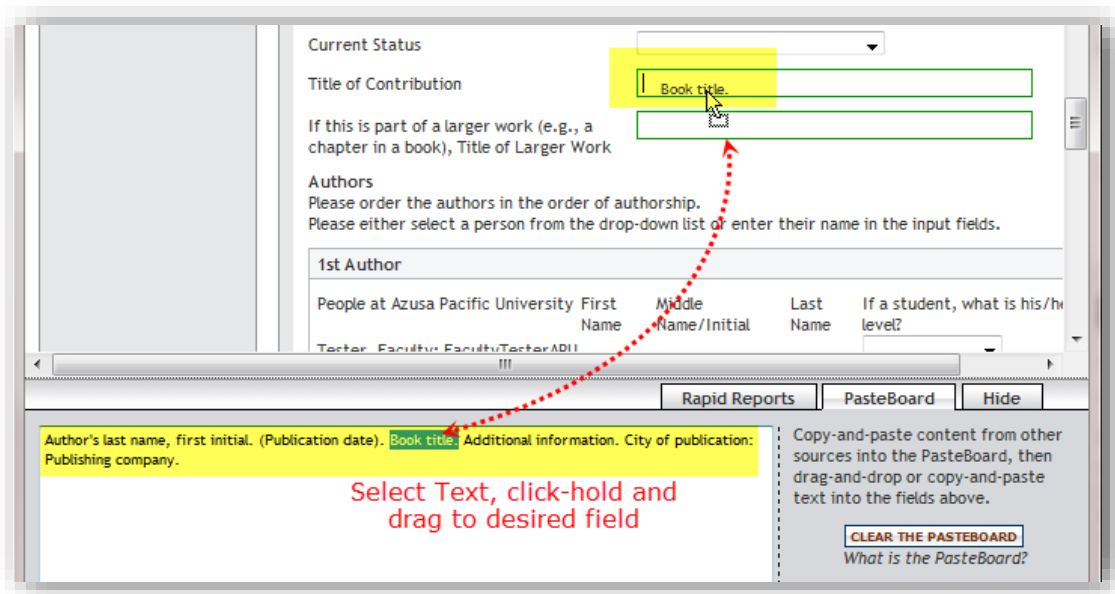
1. Copy text from the external document to be entered into Activity Insight - Example text below

Author's last name, first initial. (Publication date). *Book title*. Additional information.
City of publication: Publishing company.

2. Access the PasteBoard by clicking the PasteBoard button in the bottom right-hand side of the screen



3. Paste the copied text into the PasteBoard area. You can do this by right clicking in the Pasteboard area and choosing the "Paste" option in either Firefox or Internet Explorer. Additionally you can use the standard keyboard short-cut of Ctrl+v on a Windows PC or Command+v on a MAC computer.
4. Select, Click-and-hold (on the text you selected) and drag the text into a field in the system (to have it pasted into the field), then release click.

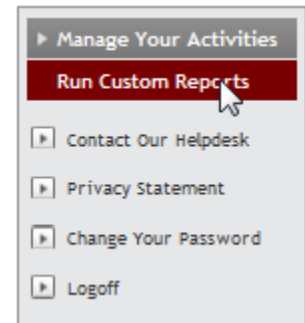


Run Custom Reports

This utility allows you to run reports that have been custom-built into the system. For any report, follow these steps.

From the home page, click the **Run Custom Reports** from the left navigational menu.

1. Select from the drop down list the report to run. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields.
2. Select the format type: **Adobe PDF**
3. Select page size from dropdown
4. Click **BUILD REPORT** button
5. Save the document to a location you can find on your computer



Run a Report

1

Select the report to run.

FES 1: Goals and Expectations Report
Details of how this report is built...

A

2

Select the date range to use. [More Information >>](#)

Start Date

Sep

01

2014

End Date

Aug

31

2015

Date ranges are pre-set
for the current year

3

Select the file format. [More Information >>](#)

Adobe PDF

File format is pre-set

4

Select the page size. [More Information >>](#)

Letter

Page size is pre-set

B

BUILD REPORT

Date Ranges for the Faculty Evaluation System Reports

Report Name	Set to Default Date Ranges
FES 1: Goals and Expectations Report	Sept. 1 to Aug. 31
FES 2: Activity Report	June 1 to May 31
FES 3: IDEA Scores Report	Sept. 1 to Aug. 31
FES 3a: Library Classroom Evaluation Report	Sept. 1 to Aug. 31
FES 4: Scoring Summary Report	Sept. 1 to Aug. 31
FES 5: Annual Supervisor Feedback and Evaluation of Faculty (optional)	Sept. 1 to Aug. 31
FES 6: Faith Integration Scores Report (optional)	Sept. 1 to Aug. 31
FES SUP: Faculty List of Completed Activity Reports and Reflections	Sept. 1 to Aug. 31
FES SUP: Faculty List of Completed Goals and Expectations Report	Sept. 1 to Aug. 31


DigitalMeasures
POWERED BY

Manage Your Activities

Run Custom Reports

- [Contact Our Helpdesk](#)
- [Privacy Statement](#)
- [Change Your Password](#)
- [Logoff](#)

Welcome, FacultyDemo Tester.

Thursday, February 20, 2014

 Watch a [video](#) or download a [guide](#) on how to manage your activities.

Activities Database Main Menu
Biographical Information

- [Contact Information](#)
- [Educational Degrees](#)
- [Professional Work History](#)
- [Awards and Honors](#)
- [Professional Memberships](#)
- [History of Academic Advancement](#)

1

APU Information

- [APU Yearly Data](#)
- [Annual Workload Agreement](#)

2

Goals and Expectations

- [Extended Contract Goals](#)
- [Rank Promotion Goals](#)
- [APU Goals and Expectations](#)
- [Annual Supervisor Approval of Goals and Expectations](#)

3

Educator-Mentor Activities

- [Educator-Mentor Activities](#)
- [Student Advising, Mentoring, and Non-Classroom Teaching and Instruction](#)

Scholar-Practitioner Activities

- [Scholarship / Research in Progress](#)
- [Artistic and Professional Performances and Exhibits](#)
- [Contracts, Fellowships, Grants and Sponsored Research](#)
- [Consulting / Professional Workshops](#)
- [Intellectual Property \(e.g., copyrights, patents\)](#)
- [Scholarly Presentations](#)
- [Published Works](#)
- [Professional Reviewer of External Scholarly Work](#)

4

Servant-Leader Activities

- [APU Service and Leadership](#)
- [Professional Service and Leadership](#)
- [Community Service and Leadership](#)

Faith Integration Activities

- [Faith Integration Activities](#)

Professional Development Activities

- [Participation in APU Professional Development Events](#)
- [Participation in Externally Sponsored Professional Development Events](#)
- [Acquisition / Maintenance of Licensures, Certifications](#)

Advancement Portfolio Data

- [Annual IDEA Scores](#)
- [Annual Library Classroom Evaluation](#)
- [Annual Servant Leader Scores](#)
- [Annual Reports and Faculty Reflection](#)
- [Annual Supervisor Feedback and Evaluation of Faculty](#)
- [Annual Dean Feedback and Evaluation of Faculty \(Optional\)](#)
- [Faith Integration Scores](#)

5







Using Activity Insight to Manage the Faculty Evaluation System (FES)

The Faculty Evaluation System (FES) is the University-approved advancement system utilized by all full-time faculty to record performance data in order to apply for extended contracts and promotions. Activity Insight serves as the repository for all elements of FES. After you log into Activity Insight you will see the screen on the prior page (pg. 8). When you first visit the home page, it would be a good idea to spend some time looking through the screen titles accessible from it. Each section will be described below.

Biographical Information

The **Biographical Information** section is the best place to start using Activity Insight. It is recommended that you focus on the Contact Information, Educational Degrees, and History of Academic Advancement screens. You will find that some basic information is entered.

Biographical Information

-  [Contact Information](#)
-  [Educational Degrees](#)
-  [Professional Work History](#)
-  [Awards and Honors](#)
-  [Professional Memberships](#)
-  [History of Academic Advancement](#)

APU Information

The **APU Information** section stores specific APU information. It is recommended that you complete the APU Yearly Data screen in its entirety and update as needed.

The annual workload agreement is updated by your school or department.

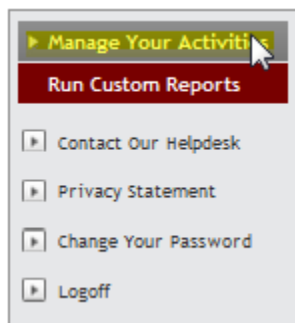
APU Information

-  [APU Yearly Data](#)
-  [Annual Workload Agreement](#)

Identify Extended Contract and Rank Promotion Goals 3

The FES process begins with faculty entering their extended contract and rank promotion goals. These goals are set for the future; that is, faculty should be aspiring to a future goal that will result after a cycle of data collection. In many cases, extended contract and rank promotion goals will have a common starting and ending point so that a decision may be rendered for both at the same time. In some cases, however, a faculty member may achieve one without the other or may achieve one at a different point in time. Therefore, it is important to maintain accurate records of advancement goals.

Extended Contract Goals are reported on the FES 3: Goals and Expectations Report and the FES: 2 Activity Report





Recording Extended Contract Goals

Start by logging into Activity Insight and click on the **“Manage Your Activities”** link on the left side of the page. From there click on the link titled **“Extended Contract Goals”**

Goals and Expectations


- ☒ [Extended Contract Goals](#)
- ☐ [Rank Promotion Goals](#)
- ☐ [APU Goals and Expectations](#)
- ☐ [Annual Supervisor Approval of Goals and Expectations](#)

The next page will be what is called the **“Summary Page.”** This page will start out blank but will eventually contain a summary of all the Extended Contract Goals you have pursued.

Extended Contract Goals		Summary Page	RETURN TO MAIN MENU
		<input type="text"/>	SEARCH
Items added to Extended Contract Goals		EDIT	
Expiration Year: 2014 Contract Goal: 1st 3-year Materials Due June 30, 2013			
Expiration Year: 2018 Contract Goal: 3-year renewal Materials Due June 30, 2017			

Adding an Extended Contract Goal

The dates on this page are managed by the Office of Faculty Evaluation. As a faculty member you will need to declare what extended contract goals you would like to pursue by clicking on the dropdown list associated with Select Contract Goal.



Extended Contract Goals [RETURN TO MAIN MENU](#)

[SAVE AND RETURN](#) [RETURN \(CANCEL\)](#)

Current Contract Expiration (eligibility) year * 2018

Select Contract Goal *

Select the academic years that data will be collected for. Note: Data collection for extended contract goal must be completed in the year prior to your current contract expiration (eligibility) year.

1st Year	2nd Year	3rd Year	4th Year (5-year contract only)	5th Year (5-year contract only)
2013-2014	2015-2016	2016-2017		

Given your data collection cycle, select the year in which the faith integration response paper (FIRP) will be submitted. For faculty on 1-year contracts, faith integration materials are due June 30 after 3 years of data collection. For faculty on extended contract, faith integration materials are due June 30 one year prior to contract expiration (eligibility) year.

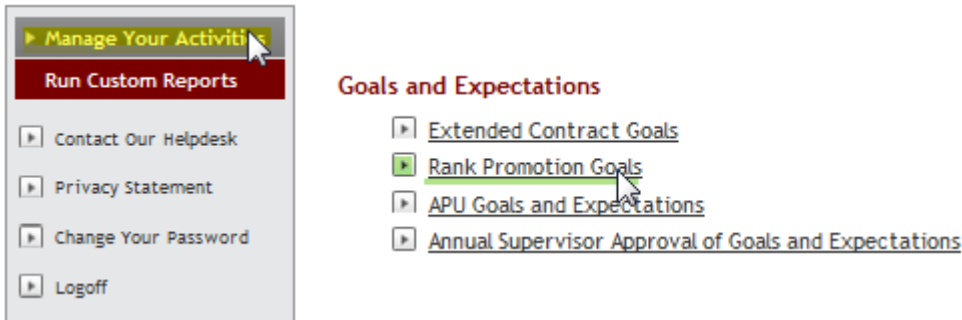
FIRP is due June 30 of 2017

[SAVE AND RETURN](#) [RETURN \(CANCEL\)](#)

Legend: * Required

Recording Rank Promotion Goals

Start by logging into Activity Insight and click on the **"Manage Your Activities"** link on the left side of the page. From there click on the link titled **"Rank Promotion Goals"**



Manage Your Activities

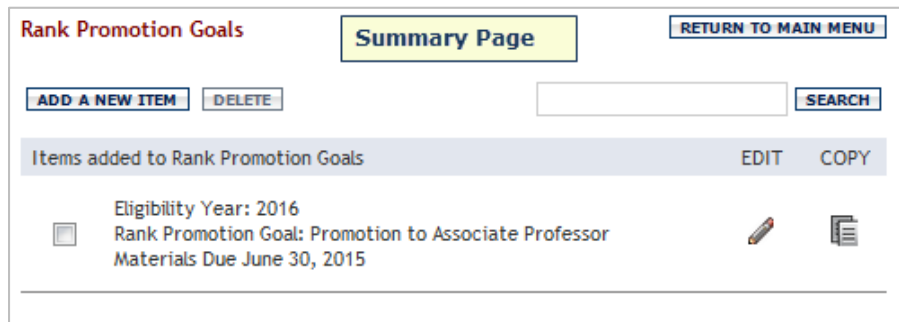
[Run Custom Reports](#)

- Contact Our Helpdesk
- Privacy Statement
- Change Your Password
- Logoff

Goals and Expectations

- Extended Contract Goals
- Rank Promotion Goals**
- APU Goals and Expectations
- Annual Supervisor Approval of Goals and Expectations

The next page will be what is called the **"Summary Page."** This page will start out blank but will eventually contain a summary of all the Rank Promotion Goals you have pursued. This page is managed by the faculty member.



Rank Promotion Goals **Summary Page** [RETURN TO MAIN MENU](#)

[ADD A NEW ITEM](#) [DELETE](#) [SEARCH](#)

Items added to Rank Promotion Goals	EDIT	COPY
<input type="checkbox"/> Eligibility Year: 2016 Rank Promotion Goal: Promotion to Associate Professor Materials Due June 30, 2015		

Adding a Rank Promotion Goal

To add a new rank promotion goal click on the “**ADD A NEW ITEM**” button. The next screen is called the “**Data Entry**” page. Complete each section as identified below.

1. Enter year *current rank* went into effect.
2. Enter eligibility year for next rank promotion.
This is the year your next rank promotion would take effect.
3. Select rank promotion goal – this is the promotion towards which a faculty member is aspiring.
4. Verify that the requirements are met for rank promotion – this information can be found in section 7 of the Faculty Handbook.

Select the academic years that data will be collected toward achieving rank promotion goal.

Note: Data collection must be completed one year prior to the year in which a promotion will take effect.

5. Select the first year of data collection from the drop down list.
6. Select the second year of data collection from the drop down list.
7. Select the third year of data collection from the drop down list.
8. Select the fourth and fifth year of data collection from the drop down list (only if you’re on a 5-year contract).
9. Select the number of peer-reviewed publications need for the selected rank promotion goal. This number may be higher than University minimums if you are receiving workload units for scholarship.
10. Indicate if you will complete the number of publications by June 30 of the final year of data collection.
11. If seeking a rank promotion to Associate Professor or Professor, choose the Faith Integration project appropriate to the rank promotion goal.
12. Faith Integration Response Paper Due Date - Due June 30 of the year prior to eligibility.
13. Click “**SAVE AND RETURN**”

Rank Promotion Goals RETURN TO MAIN MENU

SAVE AND RETURN SAVE AND ADD ANOTHER RETURN (CANCEL)

Year current rank went into effect * 2009 **1**

Eligibility year for next promotion goal (assumes all criteria are met) 2016 **2**

Select Rank Promotion Goal * **3**

☐ None

☐ Promotion to Assistant Professor

☒ Promotion to Associate Professor

☐ Promotion to Professor

The initials below signify I have reviewed the Faculty Handbook and agree that I will meet the requirements associated with the rank promotion I am seeking.

Initials (required if seeking a rank promotion goal) FT **4**

Data Collection Years

Select the academic years that data will be collected toward achieving your rank promotion goal. Data collection for promotion decisions must be completed in the year prior to the eligibility year identified above.

1st Year **5** 2nd Year **6** 3rd Year **7** 4th Year (5-year contract only) **8** 5th Year (5-year contract only) **8**

2012-2013 2013-2014 2014-2015

Publication Requirements

What is the minimum number of peer-reviewed publications required for your promotion as stated in the Faculty Handbook? (see section 8.4 in Faculty Handbook) 2 **9**

Will you achieve the required number of publications by June 30 of the final year of data collection (identified above)? Yes **10**

Faith Integration Materials **11**

In addition to the Faith Integration Response Paper select the Faith Integration project that will be completed for rank promotion to Associate Professor

Faith Integration Project - Associate Professor Scholarly Referenced Analysis Paper

In addition to the Faith Integration Response Paper, select the Faith Integration project that will be completed for rank promotion to Professor

Faith Integration Project - Professor

Given your data collection cycle, select the year in which the faith integration materials will be submitted. For faculty on 1-year contracts faith integration materials are due June 30 after 3 years of data collection. For faculty on extended contract, faith integration materials are due June 30 one year prior to the (eligibility) year identified above.

June 30 **13** 2015 **12**

SAVE AND RETURN SAVE AND ADD ANOTHER RETURN (CANCEL)

Legend: * Required

Set Annual Performance Goals and Expectations

In addition to extended contract and rank promotion goals, faculty set annual performance goals that will enable them to achieve the extended contract or rank promotion that they desire and to help communicate important elements of their faculty role. The following sections describe this process.

Definitions

Goal-setting is a broad term that is being used interchangeably with “expectations” and is meant to incorporate faculty work, important tasks to meet department needs, and University benchmarks that need to be met for advancement decisions. While faculty may have personal and professional aspirations, department chairs and deans may also have expectations for faculty and may choose to identify additional goals that need to be met in order for a faculty member to advance. University requirements for advancement (e.g., Teaching Effectiveness Score of 50) may also be stated as goals.

Principles of Goal Setting

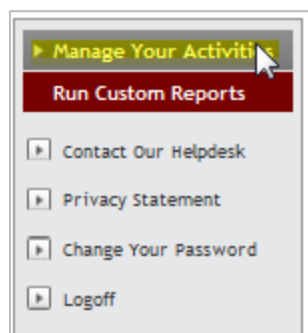
At least one goal is required in the 3 primary roles (Educator-Mentor, Scholar-Practitioner, and Servant-Leader). Faculty may also record goals in faith integration and professional development. Goals should not be all-inclusive of faculty work; they should reflect important expectations that will be evaluated at the annual performance appraisal and will impact overall ratings of effectiveness and, ultimately, contract decisions. Some thoughts to consider:

- In all cases, goals should be SMART (specific, measureable, achievable, realistically tied to your job description, and time-delineated).
- For most faculty, broad goals in the 3 roles will be sufficient (e.g., develop a new course, supervise 5 dissertations, write 3 journal articles, and serve on 2 Councils).
- When setting goals, faculty members should incorporate any benchmarks that must be met for the advancement they are seeking. For example, all advancement goals have a minimum average Teaching Effectiveness Score (TES) that must be obtained, so it would be wise to set a goal that identifies that minimum benchmark (e.g., average TES score of 50 or higher). In some cases, departments will have higher goals than University minimums, but departments may not set goals below those set at the University level.
- Other goals may be set as a reflection of department expectations (e.g., contribute one chapter of program review) or personal aspirations (e.g., publish a book).
- A goal may cross multiple years, but annual conversations will occur to ensure that faculty are making appropriate progress toward goal attainment.

Process for Recording Goals/Expectations

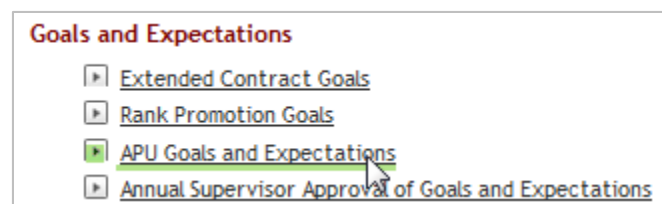
Goals are entered in the **Goals and Expectations** section in Activity Insight at the link titled “**APU Goals and Expectations**” (see the pages that follow for details). Department chairs may ask faculty to record goals in Activity Insight prior to a meeting, or they may choose to set goals as part of a meeting and then have faculty enter them into Activity Insight. Regardless of process, once goals are entered into Activity Insight, faculty generate a custom report **FES 1: Goals and Expectations Report**, save it to their computers, then upload it back to the link titled “**Supervisor Approval of Goals and Expectations**” in the Goals and Expectations section of Activity Insight. Faculty then notify their supervisor that the Goals report is ready for viewing and approval by department chair and dean (if desired). **Except for a faculty member’s first year, complete Goal Setting Reports must be uploaded and approved by August 15!**

Recording Goals and Expectations in Activity Insight



Start by logging into Activity Insight and click on the “**Manage Your Activities**” link on the left side of the page.

From there click on the link titled “**APU Goals and Expectations**”



The next page will be what is called the “**Summary Page.**” This page will start out blank but will eventually contain a summary of all the goals you have recorded.

APU Goals and Expectations







Summary Page

RETURN TO MAIN MENU

ADD A NEW ITEM

DELETE

SEARCH

Items added to APU Goals and Expectations		EDIT	COPY
<input type="checkbox"/>	2012-2013 Attend Faculty Devepment Day PD - Participation in APU Sponsored Professional Development...	<div>RECORD</div>	 
<input type="checkbox"/>	2012-2013 Create a measureable FI activity in MNCB 509 FI - Faith Integration	<div>RECORD</div>	 
<input type="checkbox"/>	2012-2013 Faculty Development Council SL - APU Service and Leadership	<div>RECORD</div>	 
<input type="checkbox"/>	2012-2013 New Curriculum 596 MNCO EM - Curriculum Design	<div>RECORD</div>	 
<input type="checkbox"/>	2012-2013 Present my research on multicultural theological education SP - Scholarly Presentations	<div>RECORD</div>	 

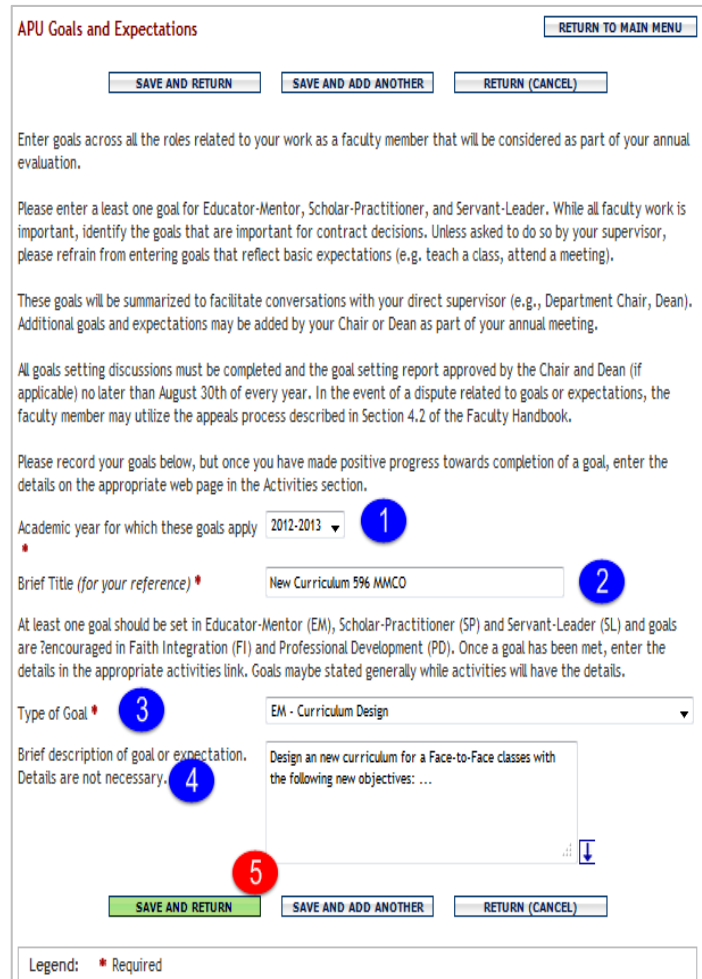
Adding a New Goal or Expectation

To add a new goal click on the “**ADD A NEW ITEM**” button.



1. Start by entering the **academic year for which the goals apply** (required). Usually faculty are setting goals in anticipation of a coming year of data collection.
2. Next choose a **Brief Title** for your goal or expectation (required). This is the title that will display on the summary page, so choose a label that is clear.
3. Classify the **Type of Goal** (required)

- EM - Curriculum Design
- EM - IDEA / Teaching / Pedagogy
- EM - Other Educator-Mentor
- EM - Student Advising, Mentoring, and Non-Classroom Teaching and Instruction
- SP - Scholarship / Research in Progress
- SP - Artistic and Professional Performances and Exhibits
- SP - Contracts, Fellowships, Grants and Sponsored Research
- SP - Consulting / Professional Workshops
- SP - Intellectual Property (e.g., copyrights, patents)
- SP - Scholarly Presentations
- SP - Published Works
- SP - Professional Reviewer of External Scholarly Work
- SL - APU Service and Leadership
- SL - Professional Service and Leadership
- SL - Community Service and Leadership
- FI - Faith Integration



APU Goals and Expectations

RETURN TO MAIN MENU

SAVE AND RETURN SAVE AND ADD ANOTHER RETURN (CANCEL)

Enter goals across all the roles related to your work as a faculty member that will be considered as part of your annual evaluation.

Please enter a least one goal for Educator-Mentor, Scholar-Practitioner, and Servant-Leader. While all faculty work is important, identify the goals that are important for contract decisions. Unless asked to do so by your supervisor, please refrain from entering goals that reflect basic expectations (e.g. teach a class, attend a meeting).

These goals will be summarized to facilitate conversations with your direct supervisor (e.g., Department Chair, Dean). Additional goals and expectations may be added by your Chair or Dean as part of your annual meeting.

All goals setting discussions must be completed and the goal setting report approved by the Chair and Dean (if applicable) no later than August 30th of every year. In the event of a dispute related to goals or expectations, the faculty member may utilize the appeals process described in Section 4.2 of the Faculty Handbook.

Please record your goals below, but once you have made positive progress towards completion of a goal, enter the details on the appropriate web page in the Activities section.

Academic year for which these goals apply 2012-2013 1

Brief Title (for your reference) * New Curriculum 596 MMCO 2

At least one goal should be set in Educator-Mentor (EM), Scholar-Practitioner (SP) and Servant-Leader (SL) and goals are encouraged in Faith Integration (FI) and Professional Development (PD). Once a goal has been met, enter the details in the appropriate activities link. Goals maybe stated generally while activities will have the details.

Type of Goal * 3 EM - Curriculum Design

Brief description of goal or expectation. Details are not necessary. 4 Design an new curriculum for a Face-to-Face classes with the following new objectives: ...

5

SAVE AND RETURN SAVE AND ADD ANOTHER RETURN (CANCEL)

Legend: * Required

- PD - Participation in APU Sponsored Professional Development Events
 - PD - Participation in Externally Sponsored Professional Development Events
 - PD - Acquisition / Maintenance of Licensures, Certifications
4. Provide a **Brief Description** of the goal so that others know what it is (required). This will display in the Goals and Expectations Report.
 5. Once you complete this information, click “**SAVE AND RETURN**” (if you are finished adding goals) or “**SAVE AND ADD ANOTHER**” (if you are adding other goals).

Generate and Upload a FES 1: Goals and Expectations Report

Once an agreed-upon set of goals and expectations has been entered into Activity Insight, the faculty member generates a summary report (called **FES 1: Goals and Expectations Report**), which is then uploaded as a PDF file back into the faculty member's account under the web link titled "**Annual Supervisor Approval of Goals and Expectations**," found under the Goals and Expectations section in **Manage Your Activities**.

Running FES 1:Goals and Expectations Report

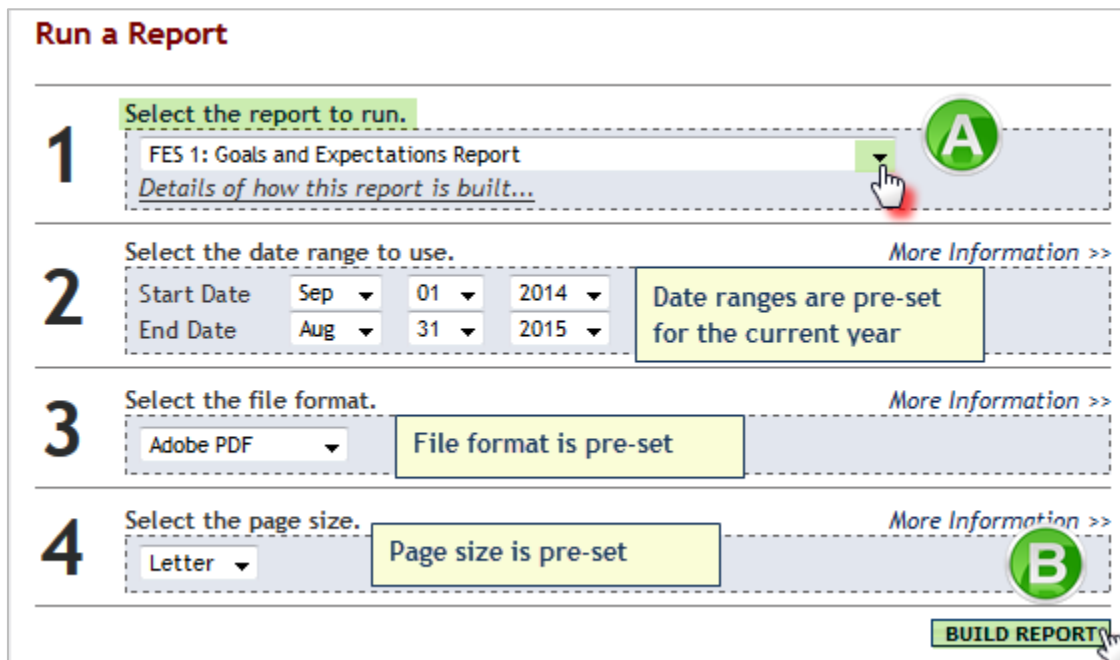
Click on the "**Run Custom Reports**" link in the navigation menu

1. Select from the drop down list the **FES 1: Goals and Expectations Report**.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields.

The date range for the FES 1: Goals and Expectations Report is Sept 1 to Aug 31

3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button

Save the document to a location you can find on your computer



Run a Report

1. Select the report to run.
 FES 1: Goals and Expectations Report
 Details of how this report is built...
2. Select the date range to use. [More Information >>](#)
 Start Date: Sep 01 2014
 End Date: Aug 31 2015
 Date ranges are pre-set for the current year
3. Select the file format. [More Information >>](#)
 Adobe PDF
 File format is pre-set
4. Select the page size. [More Information >>](#)
 Letter
 Page size is pre-set

BUILD REPORT

Uploading FES 1: Goals and Expectations Report

After you have generated and saved a **FES 1: Goals and Expectations Report**, upload it to the screen under the web link titled “**Annual Supervisor Approval of Goals and Expectations**,” found under the **Goals and Expectations** section in **Manage Your Activities**.

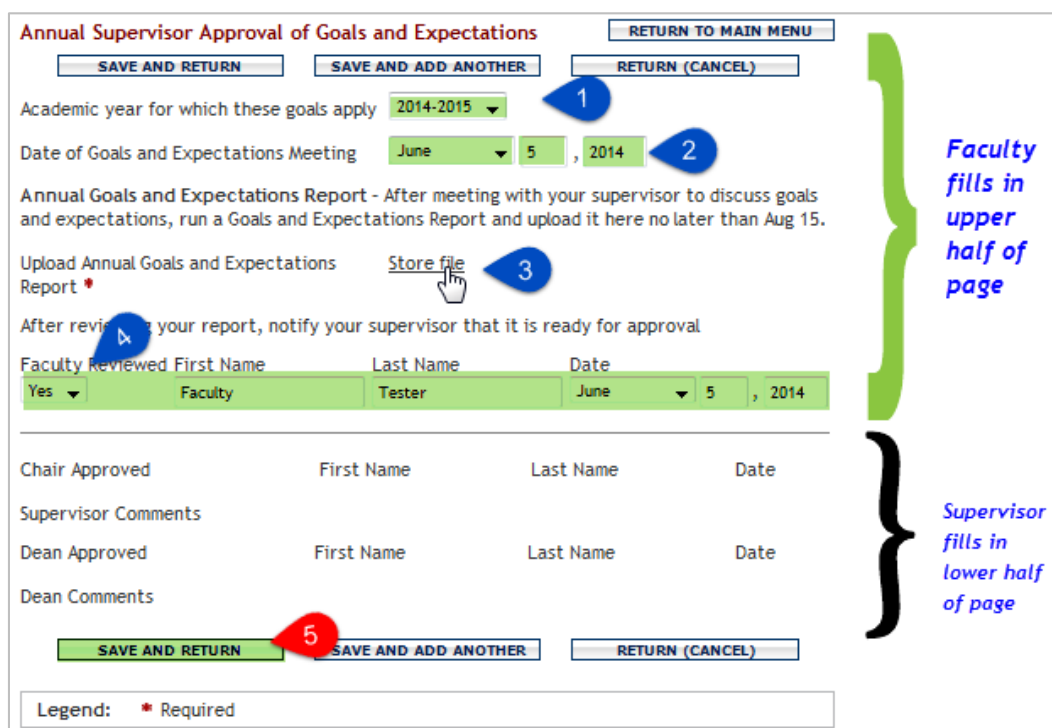


STEPS FOR UPLOADING YOUR REPORT

Click on the link “**Annual Supervisor Approval of Goals and Expectations**”

To add a new goal click on the “**ADD A NEW ITEM**” button. Note: If there is already an existing record for the academic year, use the edit pencil and edit the record. **DO NOT create multiple records for the same academic year.**

1. Enter the academic year for which the goals apply.
2. Enter the date that you met with your supervisor to discuss these goals.
3. Upload the PDF report.
4. Verify that you (the faculty member) have reviewed the report by selecting “yes” from the drop down list and entering your name and date.
5. Click “**SAVE AND RETURN**.” Notify your supervisor via e-mail that the report is ready for their review and approval.



After you have notified your supervisor that the report is ready for review, your supervisor will record approval by completing the appropriate fields¹. **Goals and Expectation Reports should be uploaded by June 30 whenever possible. Supervisors are required to review and respond to goal reports by August 30.**



¹ For instructions on how to do this see the “Activity Insight Supervisor User Guide”

Record Activities from the Academic Year

As the year progresses or prior to one's annual meeting with a supervisor, faculty will record their activities as evidence of the successful completion of their goals and to record significant accomplishments. This recording may take place as activities are completed (this is recommended) or at the end of an academic year. The following pages identify how to record activities and accomplishments.

Recording Educator-Mentor Activities

Educator-Mentor Activities

-  [Educator-Mentor Activities](#)
-  [Student Advising, Mentoring, and Non-Classroom Teaching and Instruction](#)

Once you have completed an Educator-Mentor (E-M) goal, or as you approach the end of an academic year, you will need to enter the details of your E-M activities in the appropriate Educator-Mentor link. For example, if you generated a goal of designing a new course, then you would enter the details in the **Educator-Mentor Activities** link and select **Curriculum Design** as the type of E-M activity. Then you would describe the course that was designed. Ideally, the category you selected in the Goals and Expectations section of your Goals and Expectations Report should match the category you select when recording the completed Educator-Mentor activity. Should you accomplish an Educator-Mentor activity that was not included in your Goals and Expectations Report, you may still record it in the appropriate link.

Be sure to enter a start date and end date for each E-M activity you record. If the activity is not yet complete, you may indicate such with the completion status drop-down.

NOTE: To ensure correct reporting in FES, you will need to assign the academic year to which this Educator-Mentor activity applies for FES by selecting the drop down list.

NOTE: For the link titled “**Student, Advising, Mentoring, and Non-Classroom Teaching and Instruction**,” complete the appropriate fields, including start and end dates. Additionally, to ensure correct reporting in FES, you will need to assign the academic year to which the activity applies for FES.

Recording Scholar-Practitioner Activities

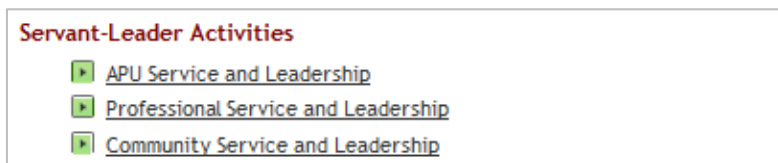


Once you have completed a scholarship goal, or as you approach the end of an academic year, you will need to enter the details of your Scholar-Practitioner (S-P) activities in the appropriate scholarship link. For example, if you generated a goal of presenting your research at a national conference, then you would enter the details of your conference presentation in the link titled **"Scholarly Presentations."** Ideally, the category you selected in the Scholar-Practitioner Goals and Expectations section of your Goals and Expectations Report should match the category you select when recording the completed scholarship. Should you accomplish scholarship that was not included in your Goals and Expectations Report, you may still record it in the appropriate link.

Be sure to enter a start date and end date for each scholarship activity you record. If you have not completed your scholarly product by the end of the academic year, you may leave the end date blank. Until an ending date is selected, the activity will appear in every year's activity report.

NOTE: To ensure correct reporting in FES, you will need to assign the academic year to which this Scholar-Practitioner activity applies for FES by selecting the drop down list.

Recording Servant-Leader Activities




Once you have completed a service or leadership goal or as you approach the end of the academic year, you will need to enter the details of your Servant-Leader (S-L) activities in the appropriate service link. For example, if you indicated you were going to serve on a Council in your Goals and Expectations Report, you would insert the details of your service in the **"APU Service and Leadership"** link. Ideally, the category you selected in the Servant-Leader Goals and Expectation section of your Goals and Expectations Report should match the scope of service you select when recording the completed service (e.g., Department, School...). Should you engage in service or leadership that was not included in your Goals and Expectations Report, you may still record it in the appropriate link.

For clean and clear reporting, each activity should be a unique record. For example, if a faculty member serves on a council or committee for 2 years, there will be 2 records; one for each year served. These activities are reported on the FES 2: Activity Report for the current academic year. If a service or leadership activity is reporting incorrectly, an end date may need to be entered.

NOTE: To ensure correct reporting in FES, you will need to assign the academic year to which this Servant-Leader activity applies for FES by selecting the drop down list.

Recording Faith Integration Activities

Faith Integration Activities

 [Faith Integration Activities](#)


Once you have completed a Faith Integration (FI) goal, or as you approach the end of an academic year, you will need to enter the details of your activities in the Faith Integration Activities link. Should you accomplish an activity that was not included in your Goals and Expectations Report, you may still record it in the Faith Integration Activities link.


Be sure to enter a start date and end date for each FI activity you record. If the activity is not yet complete, you may indicate such with the completion status drop-down.


NOTE: To ensure correct reporting in FES, you will need to assign the academic year to which this FI activity applies for FES by selecting the drop down list.

Recording Professional Development Activities

Professional Development Activities

 [Participation in APU Professional Development Events](#)

 [Participation in Externally Sponsored Professional Development Events](#)

 [Acquisition / Maintenance of Licensures, Certifications](#)

Once you have completed a Professional Development (PD) goal, or as you approach the end of an academic year, you will need to enter the details of your activities in the appropriate professional development link. For example, if you indicated you were going to attend a workshop for continuing education credit, you would insert the details of the workshop in the appropriate link. Ideally, the category you selected in the Professional Development Goals and Expectations section of your Goals and Expectations Report should match the category you select when recording the completed PD activity. Should you accomplish a professional development activity that was not included in your Goals and Expectations Report, you may still record it in the appropriate link.

For clean and clear reporting, each activity should be a unique record. For example, if a faculty member serves on a council or committee for 2 years, there will be 2 records; one for each year served. These activities are reported on the FES 2: Activity Report for the current academic year. If a professional development activity is reporting incorrectly, an end date may need to be entered.

NOTE: To ensure correct reporting in FES, you will need to assign the academic year to which this Professional Development activity applies for FES by selecting the drop down list.

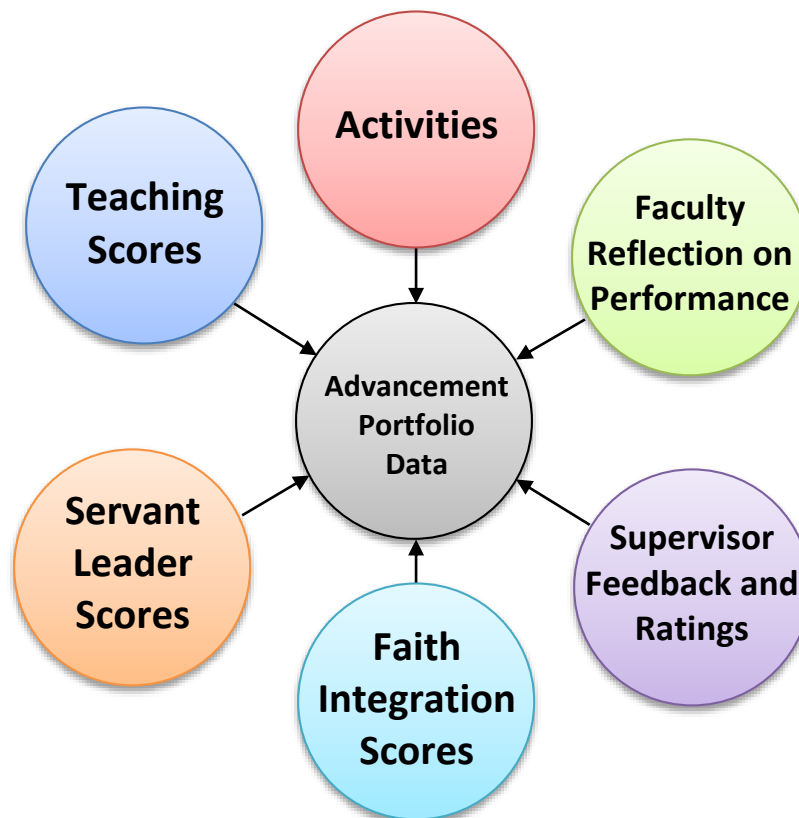
Upload and Review Advancement Data

All advancement data needed for an extended contract and rank promotion decision is collected in the section titled **Advancement Portfolio Data** as described below. Each year faculty will be able to view data from the current academic year, as well as data collected in prior years.

Advancement Portfolio Data

- ▶ [Annual IDEA Scores](#)
- ▶ [Annual Library Classroom Evaluation](#)
- ▶ [Annual Servant Leader Scores](#)
- ▶ [Annual Reports and Faculty Reflection](#)
- ▶ [Annual Supervisor Feedback and Evaluation of Faculty](#)
- ▶ [Annual Dean Feedback and Evaluation of Faculty \(Optional\)](#)
- ▶ [Faith Integration Scores](#)

At the end of the traditional spring semester and prior to meeting with their supervisor for a performance review, faculty should ensure that all data is collected in Activity Insight, that appropriate reports are generated and uploaded, and that faculty have engaged in personal reflection about their accomplishments in each of the roles.



The following sections describe how and where advancement data is collected, as well as how to generate and upload the appropriate reports.

Reports and Faculty Reflection on Performance

Before meeting with your supervisor to review your performance from the past year, two custom reports need to be uploaded to the “**Annual Reports and Faculty Reflection.**” These include the **FES 2: Activity Report** and either the **FES 3: IDEA Scores Report** and/or **FES 3a: Annual Library Classroom Evaluation Report**. You will also need to view your scores for the peer collegiality survey. Once these reports are uploaded and faculty have reviewed their data, faculty are encouraged to provide narrative reflection on their performance in the primary roles.

View Annual Servant Leader Scores

Servant Leader collegiality scores will be recorded by the Office of Faculty Evaluation and will be available for viewing in mid-May. To view your peer score, click on the link titled “**Annual Servant Leader Score.**”

A specific report is not generated for these scores, but scores will appear in the **FES 4: Scoring Summary Report**, and faculty may view and reflect on them as part of their annual reflection.

Activities Database

Annual Servant Leader Scores

[RETURN \(CANCEL\)](#)
[RETURN TO MAIN MENU](#)

Academic Year	2013-2014
Type of Servant Leader Score	SL2 - Overall score on Department Member Collegiality
Overall Score	3.5
Date scores were uploaded for faculty viewing	May 1, 2014

Minimum Criteria for each Type of Advancement
A minimum score of 3.0 is needed on the peer collegiality survey for all types of advancement.

[RETURN \(CANCEL\)](#)

View Individual Library Classroom Evaluation Score

On or around May 31, the Office of Faculty Evaluation will upload the library faculty classroom data to the link titled “**Annual Library Classroom Evaluation**” for the classes that were evaluated.

Annual Library Classroom Evaluation

[RETURN \(CANCEL\)](#)
[RETURN TO MAIN MENU](#)

Academic Year	2010-2011
Librarian Classroom Evaluation (AVG)	
Question 1	2.0
Question 2	3.0
Question 3	4.0
Question 4	1.0
Question 5	3.0
Question 6	5.0
Question 7	4.0
Question 8	3.0
Question 9	5.0
Response Total	12

Overall Librarian classroom evaluation for this academic year (required of library faculty) 3.77

Upload Librarian Summary Sheet [Download "Test Report-1.docx"](#)

[RETURN \(CANCEL\)](#)

View Individual Class IDEA Scores

For faculty using IDEA in their classes, the data will be uploaded to the link titled “**Annual IDEA Scores**” for the classes that were evaluated. It is important to know that for this data to be uploaded correctly, information on the IDEA request web form will need to be accurate, specifically the Faculty Name, Class Number and Semester. If it is not accurate, the upload will be incomplete. Faculty will be able to view several different pieces of IDEA data, including the scores that will be utilized for the Teaching Effectiveness Score (TES) computation.

IDEA Score Removal

In extenuating circumstances, may request to have scores changed or removed. To make this request, click on the view icon for the set of scores to be removed or changed, scroll to the bottom of the web page, and click on the link titled “[web form](#).” From there follow the instructions in the web form.

Activities Database
Annual IDEA Scores

[RETURN \(CANCEL\)](#)
[RETURN TO MAIN MENU](#)

Academic Year	2013-2014
Semester	Azusa Graduate Fall (15 wks)
Class Number	1235466
Course Prefix and Course Number	EDTC- Educational Tech:Online 527
Section Number	E21
Course Name	Special Topics

Score Used for Calculation - Progress on Relevant Objectives Converted Average

57

Score Used for Calculation - Excellent Teacher Converted Averages

51

Scores used for calculation

Progress on Relevant Objectives

All scores are located on the first page of the IDEA report. ?

1. Raw Score (5-point scale)	4.3
2. Converted Averages Compared to IDEA - Raw Score	57
3. Converted Averages Compared to IDEA - Adjusted Score	46
4. Converted Averages Compared to Discipline - Raw Score	51
5. Converted Averages Compared to Discipline - Adjusted Score	45

Excellent Teacher ?

6. Converted Averages Compared to IDEA - Raw Score	51
7. Converted Averages Compared to IDEA - Adjusted Score	46
8. Converted Averages Compared to Discipline - Raw Score	49
9. Converted Averages Compared to Discipline - Adjusted Score	46

To have scores adjusted or removed, click here to submit a request

Upload Date

January 14, 2014

Faculty may use the highest converted score for each item. If you wish to use the “Discipline” comparison or if you are eligible to remove these scores as outlined in the APU Faculty Handbook you may do so by completing this [web form](#). Requests for score removal will be sent to supervisors for review and approval.

Minimum Teaching Effectiveness Score for each Type of Advancement ?

1st 3-year contract	= 45
3-year contract renewal	= 50
1st five year contract	= 55
5-year contract renewal	= 55
Promotion to Assistant	= 47
Promotion to Associate	= 52
Promotion to Professor	= 57

[RETURN \(CANCEL\)](#)

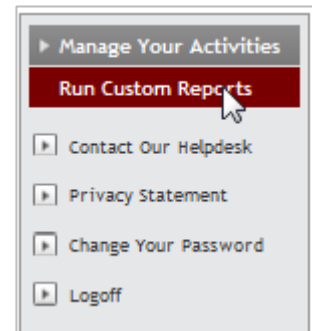
Generate and Upload Annual Activity and IDEA Reports and Reflect on Performance

Once a faculty member has updated all of their activities as described in the prior section, the faculty member generates an annual **FES 2: Activity Report**, which is then uploaded as a PDF file back into the faculty member's account under the web link titled "**Annual Reports and Faculty Reflection**," found in the **Advancement Portfolio Data** section.

Running an Activity Report

Click on the "**Run Custom Reports**" link in the navigation menu

1. Select from the drop down list the **FES 2: Activity Report**.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields.
The date range for the FES 2: Activity Report is June 1 to May 31
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button and save the document to a location you can find on your computer



Run a Report

- Select the report to run.

FES 2: Activity Report

Details of how this report is built...
- Select the date range to use.

Start Date

Jun

01

2013

End Date

May

31

2014

Date ranges are pre-set for the current year
- Select the file format.

Adobe PDF

File format is pre-set
- Select the page size.

Letter

Page size is pre-set

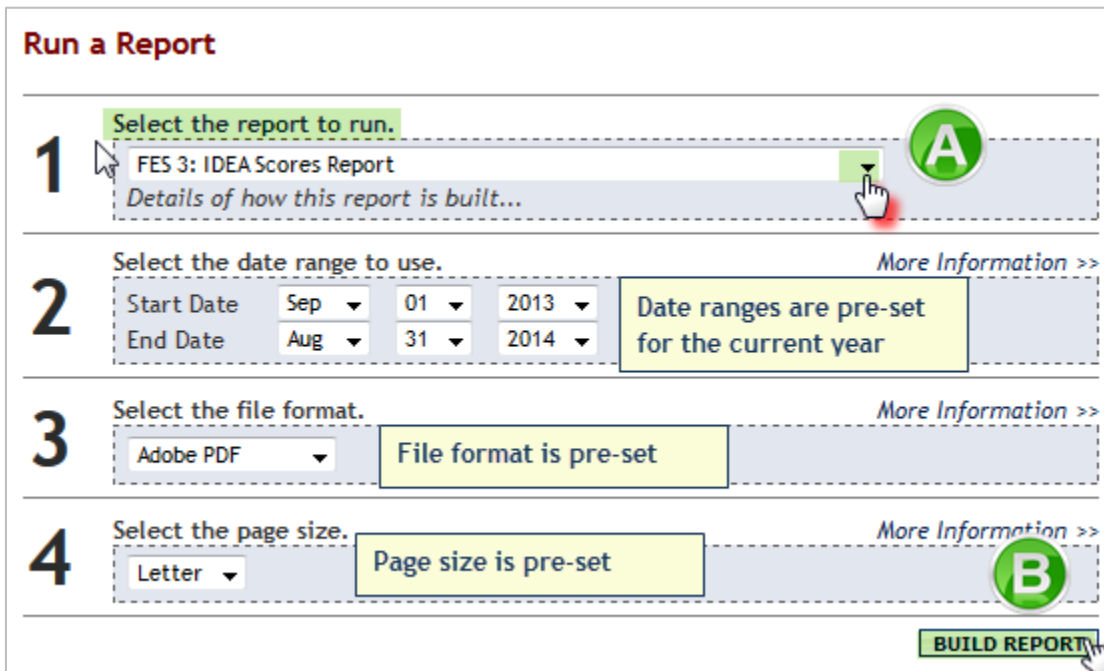
BUILD REPORT

Running a FES 3: IDEA Scores Report

After scores have been uploaded (typically late May or early June), and prior to your annual meeting with your supervisor at the end of the academic year, faculty will need to generate the **IDEA Scores Report**.

Click on the “**Run Custom Reports**” link in the navigation menu

1. Select from the drop down list the **FES 3: IDEA Scores Report**.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields.
The date range for the FES 3: IDEA Scores Report is Sept 1 to Aug 31
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button and save the document to a location you can find on your computer



Run a Report

1 Select the report to run.
FES 3: IDEA Scores Report
Details of how this report is built... **A**

2 Select the date range to use. *More Information >>*
Start Date Sep 01 2013
End Date Aug 31 2014
Date ranges are pre-set for the current year

3 Select the file format. *More Information >>*
Adobe PDF
File format is pre-set

4 Select the page size. *More Information >>*
Letter
Page size is pre-set **B**

BUILD REPORT

Running FES 3a: Library Classroom Evaluation Report (Library Faculty only)

In lieu of or in addition to the IDEA Scores Report, library faculty should upload their **FES 3a: Library Classroom Evaluation Report**. Using the same steps as the IDEA Scores Report above, choose from the report drop-down **FES 3a: Library Classroom Evaluation Report**.

Upload Reports and Enter Faculty Reflection

Steps for Uploading Activity and Teaching Scores Report and Entering Reflections

Click on the link “Annual Reports and Faculty Reflection” found in the **Advancement Portfolio Data** Section.

Advancement Portfolio Data

- ▶ [Annual IDEA Scores](#)
- ▶ [Annual Library Classroom Evaluation](#)
- ▶ [Annual Servant Leader Scores](#)
- ▶ [Annual Reports and Faculty Reflection](#)
- ▶ [Annual Supervisor Feedback and Evaluation of Faculty](#)
- ▶ [Annual Dean Feedback and Evaluation of Faculty \(Optional\)](#)
- ▶ [Faith Integration Scores](#)

Add a new item *only if there is no existing report for the current year.*

Activities Database

Summary Page

Annual Reports and Faculty Reflection

RETURN TO MAIN MENU

ADD A NEW ITEM



DELETE

SEARCH

Items added to Annual Reports and Faculty Reflection

EDIT COPY

☐ Academic Year: 2012-2013
Report Shared with Supervisor Date: May 31, 2013

If there is an existing report for the current year, edit the record by clicking on the edit pencil icon next to the record.

Activities Database

Summary Page

Annual Reports and Faculty Reflection

RETURN TO MAIN MENU

ADD A NEW ITEM



DELETE

SEARCH

Items added to Annual Reports and Faculty Reflection

EDIT COPY

☐ Academic Year: 2012-2013
Report Shared with Supervisor Date: May 31, 2013

1. Enter the academic year for which the activities apply and upon which you are reflecting.
2. Enter the Teaching Effectiveness Score for the same academic year; this score is found on the **FES 3: IDEA Scores Report**. Click on the (?) icon for instructions on how to run the reports.
3. Click the first "**Store file**" link to upload the saved **FES 3: IDEA Scores Report**. *Library Faculty should upload their FES 3a: Library Classroom Evaluation Report to the second "Store file" link.*
4. Enter your reflections on your teaching scores and other elements of teaching.
5. Click the "**Store file**" link to upload the saved **FES 2: Activity Report** document.
6. **Entering Reflection Narrative**
After you've reviewed your activity report, classroom teaching scores, and peer collegiality data, reflect on your performance in each of the 3 roles, as well as your performance related to goals set in faith integration or professional development. Keep in mind that this reflection will be read by your chair, dean, and when relevant, TTRP members.
7. Enter the date you completed your reflection.
8. Click "**SAVE AND RETURN**"
9. Send an email to your chair or dean indicating you are ready for your performance review meeting.

Annual Reports and Faculty Reflection RETURN TO MAIN MENU

SAVE AND RETURN SAVE AND ADD ANOTHER RETURN (CANCEL)

Academic year upon which you are reflecting 2013-2014 1

IDEA Scores Report and/or Annual Library Classroom Evaluation Report ?

In order to assist your reflection on your teaching effectiveness and prior to meeting with your supervisor, generate and upload your IDEA Scores Report and/or Library Classroom Evaluation Report and enter the data requested below.

Enter Annual Teaching Effectiveness Score (TES) 2

Upload FES 3: IDEA Scores Report Store file 3

Upload FES 3a: Library Classroom Evaluation Report Store file

Reflection on Teaching Effectiveness

After reviewing your teaching effectiveness data, please reflect on your performance in each of the 3 roles, as well as any additional activities in faith integration or professional development. Please include narrative as to whether you are on track to meet the required TES score.

Reflection on Teaching Scores

4

Annual Activity Report

In order to assist your reflection on your activities and prior to meeting with your supervisor, update all activities accomplished to date, generate, and upload an activity report.

Upload FES 2: Activity Report Store file 5

Reflection on Activities

After you've reviewed your activity report, and SL scores, please reflect on your performance in each of the 3 roles, as well as any additional activities in faith integration or professional development. Please include narrative about whether goals were met for the academic year. ?

Reflection on Goal Attainment and Performance in Educator - Mentor

6

Reflection on Goal Attainment and Performance in Scholar - Practitioner

Reflection on Goal Attainment and Performance in Servant - Leader

Reflection on Goal Attainment and Performance in Faith Integration (if applicable)

Reflection on Goal Attainment and Performance in Professional Development (if applicable)

Date reflection is completed 7

8 SAVE AND RETURN SAVE AND ADD ANOTHER RETURN (CANCEL)


Legend: * Required

Review Annual Supervisor Feedback and Evaluation of Faculty

After faculty have met with their supervisor to review their performance and to set goals for the next year, supervisors will enter their summary ratings and narrative feedback at the link titled “**Annual Supervisor Feedback and Evaluation of Faculty**.” Below is an example of the Summary Page. To see what has been entered, faculty may click on the **VIEW** icon.

Annual Supervisor Feedback and Evaluation of Faculty
[RETURN TO MAIN MENU](#)

Click on any of the entries below to **VIEW** an item in Annual Supervisor Feedback and Evaluation of Faculty:

Items added to Annual Supervisor Feedback and Evaluation of Faculty	VIEW
Evaluation Year: 2010-2011 Name of Supervisor: Dr. Chair Tester Supervisor Leadership Position: Department Chair Faculty Viewing Date: July 31, 2011	

After you have clicked the **VIEW** icon, you will see the ratings and comments provided by your primary supervisor.

The highlighted areas identified in the screen capture to the left are the fields that will be completed by your supervisor.

Annual Supervisor Feedback and Evaluation of Faculty
[RETURN TO MAIN MENU](#)

Annual Performance Review by Supervisor

Academic year that is being evaluated **2010-2011**

Name of Supervisor giving review **Tester, Dept: DeptTesterAPU**

Leadership position of Supervisor **Department Chair**

Date of performance review meeting **May 30, 2011**

After reviewing the faculty member's Teaching Report, Activity Report, Servant Leader scores, and other related data, rate the faculty member's performance in each of the roles below.

Educator - Mentor Effectiveness **Meets Expectations**

Scholar - Practitioner Effectiveness **Above Expectations**

Servant - Leader Effectiveness **Significantly Above Expectations**

Please provide detailed feedback about the faculty member's overall performance in all 3 roles. Include expectations for future performance.

Feedback related to performance in Educator - Mentor Role (required) *

Feedback comments

Feedback related to performance in Scholar - Practitioner Role (required) *

Feedback comments

Feedback related to performance in Servant - Leader Role (required) *

Feedback comments

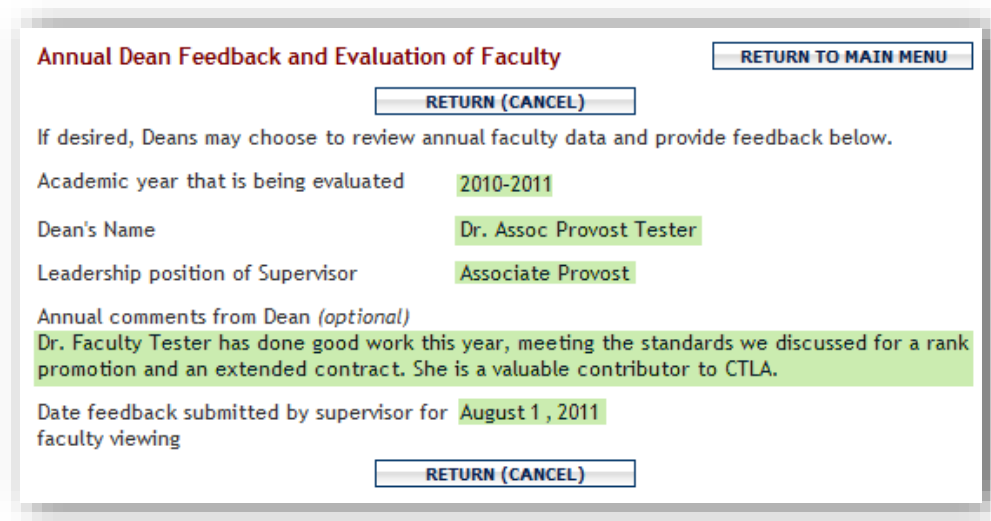
Feedback related to performance in Faith Integration, Professional Development, or other forms of feedback (optional)

Feedback comments

Date feedback submitted by supervisor for faculty viewing (required) * **May 30, 2011**

Annual Dean Feedback and Evaluation of Faculty

The “Annual Dean Feedback and Evaluation of Faculty” screen is similar to the “Annual Supervisor Feedback and Evaluation of Faculty” screen, except the comments will be entered by your Dean, should your Dean desire to do so. If the Dean is the direct supervisor of a faculty member (e.g., a department chair), the Dean will provide feedback at the “Annual Supervisor Feedback and Evaluation of Faculty” link.



The screenshot shows a web form titled "Annual Dean Feedback and Evaluation of Faculty". At the top right is a button labeled "RETURN TO MAIN MENU". Below the title is a button labeled "RETURN (CANCEL)". The form contains the following fields and text:

- A paragraph: "If desired, Deans may choose to review annual faculty data and provide feedback below."
- Field: "Academic year that is being evaluated" with the value "2010-2011".
- Field: "Dean's Name" with the value "Dr. Assoc Provost Tester".
- Field: "Leadership position of Supervisor" with the value "Associate Provost".
- Section: "Annual comments from Dean (optional)" with a text area containing: "Dr. Faculty Tester has done good work this year, meeting the standards we discussed for a rank promotion and an extended contract. She is a valuable contributor to CTLA."
- Field: "Date feedback submitted by supervisor for faculty viewing" with the value "August 1 , 2011".
- A button at the bottom labeled "RETURN (CANCEL)".

View FES 4: Scoring Summary Report

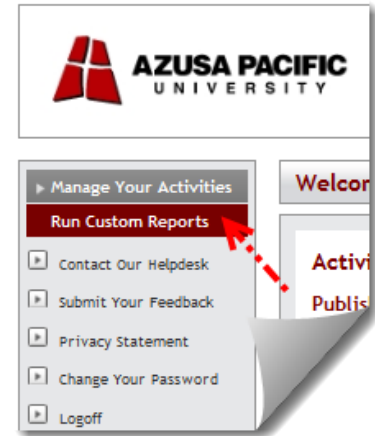
The Scoring Summary Report is a report that includes a summary of all of the evaluation scores, reflections, and ratings, sorted by academic year. Faculty or supervisors can run this report at any time, but it will be most valuable in the final year of data collection after faith integration scores have been generated.

The Scoring Summary Report will be utilized by the supervisor, Dean and, when appropriate, the Term Tenure and Rank Promotion Committee to generate an extended contract and rank promotion recommendation.

Running a FES 4: Scoring Summary Report

Click on the “**Run Custom Reports**” link in the navigation menu

1. Select from the drop down list the **FES 4: Scoring Summary Report**.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields. *The date range for the FES 4: Scoring Summary Report is Sept 1 to Aug 31*
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button and save.



Run a Report

1
Select the report to run.

FES 4: Scoring Summary Report
[Details of how this report is built...](#)

A

2
Select the date range to use.

Start Date: Sep 01 2013
End Date: Aug 31 2014

Date ranges are pre-set for the current year

More Information >>

3
Select the file format.

Adobe PDF

File format is pre-set

More Information >>

4
Select the page size.

Letter

Page size is pre-set

More Information >>

B

BUILD REPORT

Running FES 5: Annual Supervisor Feedback and Evaluation of Faculty Report

The **Annual Supervisor Feedback and Evaluation of Faculty Report** is an optional report and not uploaded to a screen. This feedback will also display in the **FES 4: Scoring Summary Report** along with all of the final data, but if faculty wish to see supervisor comments in a stand-alone document, they can do so with this report.

Click on the **“Run Custom Reports”** link in the navigation menu

1. Select from the drop down list the **FES 5: Annual Supervisor Feedback and Evaluation of Faculty (optional)**.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields. *The date range for the FES 5: Annual Supervisor Feedback and Evaluation of Faculty Report (optional) is Sept 1 to Aug 31*
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button and save

Run a Report

1

Select the report to run.

FES 5: Annual Supervisor Feedback and Evaluation of Faculty (optional)
[Details of how this report is built...](#)

A

2

Select the date range to use.

Start Date
Sep
01
2013

End Date
Aug
31
2014

Date ranges are pre-set
for the current year

More Information >>

3

Select the file format.

Adobe PDF

File format is pre-set

More Information >>

4

Select the page size.

Letter

Page size is pre-set

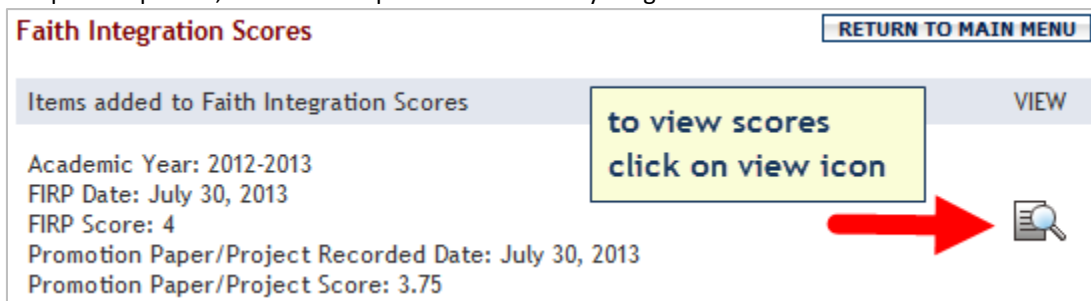
More Information >>

B

BUILD REPORT

View FES 6: Faith Integration Scores

In the final year of data collection, faith integration scores will be posted at the link titled “Faith Integration Scores” in the **Advancement Portfolio Data** section. To view your scores, click on the **VIEW** icon or run a **FES 6: Faith Integration Scores Report**. This report is optional, and it is not uploaded into Activity Insight.



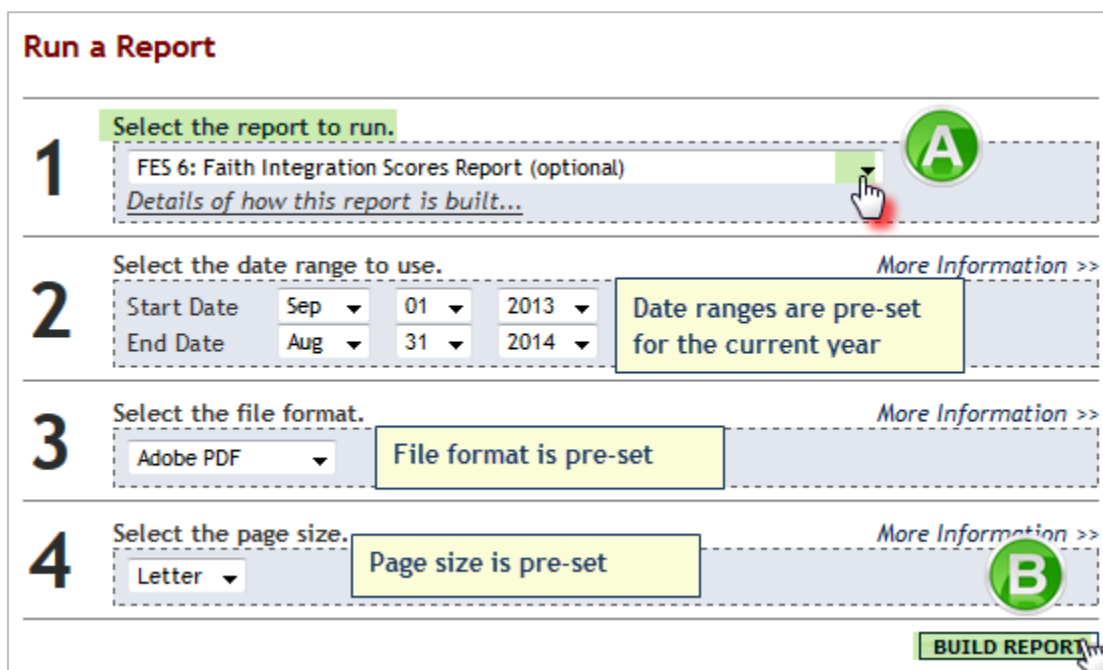
After you have clicked on the VIEW icon, you will see your faith integration results, including a link to the reviewer comments. Additionally your final materials will be uploaded.

Running a FES 6: Faith Integration Scores Report

The Faith Integration Scores Report is an optional report and not uploaded to a screen. It will display the faith integration scores by the reviewers and will contain links to the feedback provided by each reviewer. This feedback will also display in the **FES 4: Scoring Summary Report**.

Click on the “Run Custom Reports” link in the navigation menu

1. Select from the drop down list the **FES 6: Faith Integration Scores Report (optional)**.
2. Date range: Each custom report has a set date range that accumulates the data needed for an FES report. If you need to view more than one FES year, change only the year fields.
The date range for the FES 6: Faith Integration Scores Report (optional) is Sept 1 to Aug 31
3. Select the format type: **Adobe PDF**
4. Select page size from dropdown
5. Click **BUILD REPORT** button and save.



A Summary of Faculty Evaluation System (FES) Reports in Activity Insight (AI)

Title of Report	Description of Report	Who Can Generate the Report	Date Report is Typically Drawn
FES 1: Goals and Expectations Report	<p>Description: This report, completed annually, documents all of the goals recorded by the faculty member. These goals include:</p> <ul style="list-style-type: none"> • Extended Contract Goals • Promotion Goals • Educator-Mentor Goals • Scholar-Practitioner Goals • Servant-Leader Goals • Professional Development Goals • Faith Integration Goals <p>Use: The report facilitates conversations with a supervisor about expected performance. Additional goals and expectations may be suggested by your Chair or Dean as part of the annual meeting. At the conclusion of the academic year, this report can serve as a reference point for the completion of faculty activity reports and faculty reflection on progress toward goal completion.</p> <p>This report is uploaded to AI page: "Annual Supervisor Approval of Goals and Expectations"</p> <p>Default Date Range: Sept. 1 – Aug. 31</p>	All FES users	<p>June 1 or later, prior to meeting with supervisor;</p> <p>New faculty will generate in September</p>
FES 2: Activity Report	<p>Description: This report, completed annually, documents all of the activity recorded by the faculty member in Educator-Mentor, Scholar-Practitioner, Servant-Leader, Professional Development, and Faith Integration.</p> <p>Use: This report is used to document faculty performance and facilitates faculty reflection on their progress toward achieving goals. The report also assists supervisors in evaluating faculty progress toward achieving goals and meeting expectations.</p> <p>This report is uploaded to AI page: "Annual Reports and Faculty Reflection"</p> <p>Default Date Range: June 1 – May 31</p>	All FES users	June 1 or later, prior to meeting with supervisor
FES 3: IDEA Scores Report	<p>Description: This report documents and averages IDEA scores for a given academic year. The report will calculate the annual average score for Progress on Relevant Objectives (PRO) and the annual average score for Overall Excellence of the Teacher (ET). The calculation for the annual Teaching Effectiveness Score (FES) is an average of the annual PRO and ET scores. When a multi-year report is generated, it will calculate the cumulative average scores for all years queried.</p> <p>Use: This report is used to determine overall quality of teaching and to determine whether minimum University benchmarks have been met for a faculty member's stated advancement goal.</p> <p>This report is uploaded to AI page: "Annual Reports and Faculty Reflection"</p> <p>Default Date Range: Sept. 1 – Aug. 31</p>	All FES users	June 1 or later, prior to meeting with supervisor

Title of Report	Description of Report	Who Can Generate the Report	Date Report is Typically Drawn
FES 3a: Library Classroom Evaluation Report	<p>Description: This report records the annual student evaluations of library faculty guest teaching received for each academic year.</p> <p>Use: This report is used to determine teaching effectiveness among library faculty.</p> <p>This report is uploaded to AI page: “Annual Reports and Faculty Reflection”</p> <p>Default Date Range: Sept. 1 – Aug. 31</p>	All FES users	June 1 or later, prior to meeting with supervisor
FES 4: Scoring Summary Report	<p>Description: This report captures all cumulative data for the faculty member. It summarizes, by academic year, all activities, scores, ratings, faculty reflection, and supervisor/Dean feedback for a requested time period. In a final year of data collection, this report will also capture faith integration scores.</p> <p>Use: Supervisors will review this report annually to ensure faculty are meeting expected requirements. Additionally supervisors are responsible for uploading a final multi-year version of this report for their faculty members who are seeking an extended contract and/or a rank promotion.</p> <p>This report is uploaded to AI page(s): “Extended Contract Recommendation” and/or “Rank Promotion Recommendation” at the completion of a 3 or 5-year data collection cycle and prior to contract recommendation. This report is not typically uploaded on an annual basis.</p> <p>Default Date Range: Sept. 1 – Aug. 31</p>	All FES users	<p>June 1 in most years;</p> <p>Oct. 30 in the year prior to contract expiration, before contract recommendations are made</p>
FES 5: Annual Supervisor Feedback and Evaluation of Faculty	<p>Description: This optional report records the supervisor’s effectiveness ratings for each of the three roles (Educator-Mentor, Scholar-Practitioner, Servant-Leader), as well as any narrative feedback given by the supervisor about faculty performance. The information in this report also appears in the FES 4: Scoring Summary Report (see below).</p> <p>Use: This report is used to capture supervisor feedback in a document.</p> <p>This report is not currently uploaded into AI because information is captured in the Scoring Summary Report.</p> <p>Default Date Range: Sept. 1 – Aug. 31</p>	All FES users	As needed after Aug. 30
FES 6: Faith Integration Scores Report	<p>Description: This optional report displays the faith integrations scores and provides an embedded link to reviewer comments.</p> <p>Use: While not required, this report puts information related to a faculty member’s faith integration proficiency into a document.</p> <p>Default Date Range: Sept. 1 – Aug. 31</p>	All FES users	As needed after October 15

Title of Report	Description of Report	Who Can Generate the Report	Date Report is Typically Drawn
FES SUP: Faculty List of Completed Goals and Expectations Reports	<p>Description: This report provides a status update on the completed goals and expectations reports that should be uploaded for supervisor approval each year.</p> <p>Use: This report assists FES supervisors in managing the approval of goals and expectation reports on an annual basis by identifying who has not completed a report to be approved.</p> <p>Default Date Range: Sept. 1 – Aug. 31</p>	FES Supervisors or OFE	As needed
FES SUP: Faculty List of Completed Activity Reports and Reflections	<p>Description: This report provides a status update on the completed activity reports and faculty reflection on performance that should be uploaded for supervisor review each year.</p> <p>Use: This report assists FES supervisors in managing the evaluation of faculty on an annual basis by identifying who has not completed an activity report or reflection.</p> <p>Default Date Range: Sept. 1 – Aug. 31</p>	FES Supervisors or OFE	As needed after June 1
Extended Contract/ Rank Promotion Recommendation Reports	<p>Description: These reports summarize extended contract and/or rank promotion recommendations made for an individual and can be grouped by department, school, or other academic unit.</p> <p>Use: This report is used by the Office of the Provost to review contract recommendations for the issuance of contracts.</p> <p>Default Date Range: Sept. 1 – Aug. 31</p>	Deans, OFE, Office of Provost	After February 1

Need Assistance?

Contact the Office of Faculty Evaluation – Extension 5929 or facultyevaluation@apu.edu